

Year-end Rollover

On July 1st, the files are "rolled" to open the new fiscal year and also open the special Fiscal Month 13 that is used for posting year-end adjusting entries. Fiscal Month 13 is allowed to remain open until the year-end processing is completed and year-end reports completed. **FM 13 must be closed *prior to April 1* for the next fiscal year close process to begin.**

Saturday Processing During Year-end

During the first two months of the new fiscal year (July and August), system processing is done on selected Saturdays. This allows agencies additional processing days to complete their system processing and submit year-end statements on time. Agencies are advised of this schedule annually through a CALSTARS Operations Memo.

Special Processing or Unscheduled Sessions

If CALSTARS becomes unavailable for extended periods during regular hours due to system-wide hardware or software problems, special processing sessions may be scheduled to allow for catching up. Agencies are notified by CALSTARS News in this event.

Occasionally, agencies may need special processing. Additional unscheduled processing may be restricted to certain days of the week (e.g., on Saturday, Sunday or designated State holidays). See Chapter III, Client Services, for information.

CALSTARS PROCESSING SCHEDULE

The CALSTARS daily processing cycle is shown in Exhibit II-1. Some of these processes are also described in this Exhibit.

EXHIBIT II-1
DAILY PROCESSING SCHEDULE

Time	Event
3:00 AM - 6:00 AM	CALSTARS closed until 6:00 AM for data center maintenance of all operating systems and files.
6:00	CALSTARS opens. The data center brings up the operating system, opens files and tables. Reports produced at the data center are delivered to Department of Finance for sorting and distribution. All reports sent via ROPES should be available on the agency's printer.
7:00	The CALSTARS News is broadcast, as needed.
10:00	OC Table maintenance ^{1/} for cost allocation and fund split. OC Table is closed momentarily. OC Table maintenance is done and the table updated.
10:00	Cost Allocation and Fund split process begins.
10:30	(Approximately) The data center printed reports delivered from CALSTARS to Sacramento-based agencies.
1:00 PM	(Approximately) Cost allocation and fund split processes end. Transactions are held for processing until 6:00 PM when nightly processing begins.
2:30	Agencies using the option to upload labor table maintenance must submit their file before 2:30 for it to be processed that day.
3:00	OC Table maintenance ^{1/} for labor distribution. OC Table and labor files are closed. OC Table maintenance is done and the table updated. Labor tables and Shadow files are not available to <i>agencies that run labor distribution that day</i> . Begin the labor distribution process.
3:00	(Approximately) OC Table available. Shadow files not available until the labor distribution process completes, about 4:00 PM.
4:00	(Approximately) Labor tables are available but any print maintenance entered will not be produced until after the next day's labor maintenance is taken at 3:00 PM.
5:30	Agencies using the option to upload any external files to CALSTARS must submit files before 5:30 PM for them to be processed that night.
6:00	CALSTARS closed to all posting. Files are taken for nightly system processing. OC Table maintenance is done and the table updated. The nightly system process starts as soon as files are ready.
7:00	(Approximately) CALSTARS open for posting using batch Edit Indicator 0 . Shadow files are not available for use with batch Edit Indicator 1 until tables complete processing (sometime during the evening). Batch Edit Indicator 2 is not available until the processing cycle is completed.
6:00 PM - 3:00 AM	(Approximately) Nightly system update process completes. Agency printers are automatically reset to Class A. As table maintenance is completed during the processing cycle, the table maintenance reports are loaded to ROPES for printing. Agency printers start printing the ROPES Class A report queue automatically. Shadow files become available. Edit indicators 1 and 2 are available. As reports complete processing, those routed to agency printers start printing unattended.

^{1/} Any OC Table maintenance changes entered are accepted as well as the maintenance to initiate cost allocation, fund split or labor distribution.